Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2017 for

> Crossroads (South Ayrshire) Care Attendant Scheme

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Report of the Trustees for the Year Ended 31 March 2017

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Within the area of South Ayrshire:

- 1 To relieve stress on the persons or families caring for people who are physically disabled, have a learning disability or are elderly.
- 2 To care in appropriate circumstances for persons who are living alone and are physically disabled, have a learning disability or are elderly.

ACHIEVEMENT AND PERFORMANCE

Achievement and Performance

The number of hours of relief care which was provided during the year was 20,363 and the number of Carers helped was 157.

The Management Committee, which includes the Trustees, continued to meet on a monthly basis over the year to deal with the charity's ongoing business.

The Care Inspectorate again awarded the charity Quality Grades of 6 - Excellent (the highest grade available) in each of the two areas (Care & Support, and Staffing) assessed in the most recent inspection, on 30 January 2017. The same grades were awarded in the three previous inspections which were in March 2013, May 2014 and August 2015.

We comply with the quality standards of Crossroads Caring Scotland.

We have a good working relationship with South Ayrshire Council Social Work department whom we meet regularly.

Fundraising activities

Our three main fundraising events (sponsored walk, plant sale and Christmas fair), plus a coffee morning, were well attended and successful, and we are grateful to all supporters including our very enthusiastic event helpers. We are also grateful to our many donors and for bequests we have received.

Training

Training remains a very important part of our commitment to the service we give. The Care Attendants receive induction and ongoing training at training evenings where they can share information and experience.

FINANCIAL REVIEW

Financial position

Per the Statement of Financial Activities on page 5, the Scheme reported net resources (i.e. a surplus of £20,014 for the year (2016 - deficit £17,484) and total funds of £83,831 as at 31 March 2017. This year's surplus is a result of a generous legacy.

Reserves policy

The Trustees have established a policy within which the free reserves (ie. unrestricted funds not committed or invested in fixed assets) should over time, be brought to a level of £60,000, which equates to approximately three months of annual resources expended.

Per the General Fund on page 6, the Scheme's unrestricted funds amounted to £83,831.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Crossroads (South Ayrshire) Care Attendant Scheme ("the Scheme") was incorporated on 23 March 1995 as a private company limited by guarantee (No.SC156846) and is recognised as a Scottish Charity (no.SC002548). The Scheme is affiliated to Crossroads Caring Scotland, a company limited by guarantee (No.SC085401) with charitable status (No.SC013081) to which some schemes in Scotland are affiliated and by which some schemes in Scotland are managed, whose office is at 24 George Square, Glasgow, G2 1EG.

Recruitment and appointment of new trustees

The Trustees are elected at the Annual General Meeting in accordance with the charity's Articles of Association and serve on a voluntary basis. New Trustees take part in an induction programme, which familiarises them with the charity's values, aims and objectives together with its day-to-day operations, in addition to clarifying their statutory responsibilities as directors of a company limited by guarantee and as Trustees of a charity.

Report of the Trustees for the Year Ended 31 March 2017

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Trustees together with a Management Committee are responsible for the management of the Scheme's administration and service delivery. The Management Committee, who also serve voluntarily, are accountable to the Trustees and meet monthly with the Trustees to manage the work of the Scheme. The full time Manager and two part time Assistant Managers, assisted by a part time Administration Assistant, organise the service provided by the Care Attendants on a day-to-day basis.

The Board intends to upgrade the skills of the Management Committee to meet current requirements. Aware of the age profile of the existing Committee, the Management Committee is continually looking for new members.

Risk management

Each of the Management Committee's five subcommittees, which meet throughout the year, reviews the major risks to which the Scheme is exposed in order to ensure that systems are put in place to mitigate those risks, and reports its findings to the Management Committee which maintains a Risk Register which is updated monthly.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

SC156846 (Scotland)

Registered Charity number

SC002548

Registered office

64 Kyle Street

Ayr

KA7 1RZ

Trustees

Mr David Reader

Dr Lois Martin

Dr Sue Williams

Mr Philip Bailey

Mr Ian Brewster

Mrs Ann Clark

Mrs Nora Solesbury

Ms Patricia Crossley

- resigned 4.11.16

appointed 7.6.16appointed 7.6.16

Company Secretary

Mr Euan M Terras

Independent examiner

Stephen Wilkie

The Institute of Chartered Accountants of Scotland

Stephen Wilkie B.A. C.A.

Sinclair Scott

Chartered Accountants

3 Wellington Square

Ayr

Ayrshire

KA7 1EN

Report of the Trustees for the Year Ended 31 March 2017

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Crossroads (South Ayrshire) Care Attendant Scheme for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on ________ S________ and signed on its behalf by:

Mrs Ann Clark - Trustee

Independent Examiner's Report to the Trustees of Crossroads (South Ayrshire) Care Attendant Scheme

I report on the accounts for the year ended 31 March 2017 set out on pages five to fourteen.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
 - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Stephen Wilkie

The Institute of Chartered Accountants of Scotland

Stephen Wilkie B.A. C.A.

Sinclair Scott

Chartered Accountants

3 Wellington Square

Ayr

Ayrshire

KA7 1EN

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Statement of Financial Activities for the Year Ended 31 March 2017

		Unrestricted		2017 Total	2016
		funds	Restricted funds	funds	Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	62,746	7,000	69,746	12,645
Other trading activities	3	236,818		236,818	238,058
Investment income	4	30	-	30	12
Total		299,594	7,000	306,594	250,715
EXPENDITURE ON					
Charitable activities Care	5	285,080		285,080	268,199
Care		265,080		283,080	200,199
Other		1,500	<u> </u>	1,500	
Total		286,580	<u> </u>	286,580	268,199
NET INCOME/(EXPENDITURE)		13,014	7,000	20,014	(17,484)
RECONCILIATION OF FUNDS					
Total funds brought forward		63,817		63,817	81,301
TOTAL PUNDS CARRIED FORWARD					
TOTAL FUNDS CARRIED FORWARD		76,831	7,000	83,831	63,817

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Balance Sheet At 31 March 2017

		Unrestricted funds	Restricted funds	2017 Total funds	2016 Total funds
	Note	£	£	£	£
FIXED ASSETS Tangible assets	11	1,571	-	1,571	2,315
CURRENT ASSETS Debtors Cash at bank and in hand	12	23,453 63,836	7,000	23,453 70,836	40,485 34,151
		87,289	7,000	94,289	74,636
CREDITORS Amounts falling due within one year	13	(12,029)	-	(12,029)	(13,134)
NET CURRENT ASSETS		75,260	7,000	82,260	61,502
TOTAL ASSETS LESS CURRENT LIABILITY	IES	76,831	7,000	83,831	63,817
NET ASSETS		76,831	7,000	83,831	63,817
FUNDS Unrestricted funds Restricted funds	14			76,831 	63,817
TOTAL FUNDS				83,831	63,817

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2017.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2017 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

Mrs Ann Clark -Trustee

Cash Flow Statement for the Year Ended 31 March 2017

		2017	2016
	Notes	£	£
Cash flows from operating activities:			
Cash generated from operations	1	36,655	(17,964)
No.		2000 P. 10	Water of the State
Net cash provided by (used in) operating activities		36,655	(17,964)
Cash flows from investing activities:			
Interest received		30	12

Net cash provided by (used in) investing activities		30	12
			-
Change in cash and cash equivalents in the reporting peri		36,685	(17,952)
Cash and cash equivalents at the beginning of the reporting	ng		
period		34,151	52,103
Cash and cash equivalents at the end of the reporting peri	iod	70,836	34,151

Notes to the Cash Flow Statement for the Year Ended 31 March 2017

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

(OI BILLIAM O TICITY	
	2017	2016
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial		
activities)	20,014	(17,484)
Adjustments for:	·	. , ,
Depreciation charges	744	745
Interest received	(30)	(12)
Decrease/(increase) in debtors	17,032	(563)
Decrease in creditors	(1,105)	(650)
Net cash provided by (used in) operating activities	36,655	(17,964)

Notes to the Financial Statements for the Year Ended 31 March 2017

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard 102 'The Financial Reporting Standard 102 '

Income

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of general nature, are recognised where there is entitlement, probability of receipt and the amount can be measured reliably. Such income is only deferred when the donor specifies that the grant or donation must only be used in future accounting periods, or when the donor has imposed conditions which must be met before the charitable company has unconditional entitlement.

Investment income is included in the year in which it is receivable.

Expenditure

Expenditure is recognised on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings

- 20% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted General Fund

The General Fund can be used in accordance with the charitable objectives at the discretion of the trustees. This encompasses all income and expenditure relating to the primary focus activities of the Scheme, other than those for which funding is restricted.

Unrestricted Designated Fund

The Designated Fund represents the net book value of the Scheme's tangible fixed assets which would not be readily convertible into cash,

Restricted Fund

Restricted Funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Robertson Trust

Funding received from Robertson Trust towards SVQ2 training costs.

Pension costs and other post-retirement benefits

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

Notes to the Financial Statements - continued for the Year Ended 31 March 2017

2. DONATIONS AND LEGACIES

	Donations Income tax recoverable (Gift Aid) Legacies Grants		2017 £ 10,483 47,408 11,855 69,746	2016 £ 11,609 1,036
	Grants received, included in the above, are as follows:			
			2017	2016
			2017 £	2016 £
	Adam Trust		1,500	~
	Awards for All Robertson Trust		3,355 7,000	-
	110001100111111111111111111111111111111			
			11,855	
2	OTHER TRADING ACTIVITIES			
3.	OTHER TRADING ACTIVITIES			
			2017	2016
	Fundraising events		£ 7,214	£ 8,973
	Contract Care		228,659	227,917
	SDS Care		945	1,168
			236,818	238,058
			====	====
4.	INVESTMENT INCOME			
			2015	2016
			2017 £	2016 £
	Deposit account interest		30	12
5.	CHARITABLE ACTIVITIES COSTS			
		Direct costs	Support costs	Totals
			(See note 6)	
	Care	£ 284,716	£ 364	£ 285,080
	Care	264,710		=====
6.	SUPPORT COSTS			
		Γ'.	C	m . 1
		Finance £	Governance costs £	Totals £
	Other resources expended	-	1,500	1,500
	Care	364		364
		364	1,500	1.864
			1,500	1,864

Support costs, included in the above, are as follows:

Notes to the Financial Statements - continued for the Year Ended 31 March 2017

6. SUPPORT COSTS - continued

Finance Bank charges	2017 Care £ 364	2016 Total activities £ 333
Governance costs		
Independent Examiner's fees Legal fees	2017 Other resources expended £ 1,500	2016 Total activities £ 1,704 1,200 2,904
NET INCOME/(EXPENDITURE)		
Net income/(expenditure) is stated after charging/(crediting):		
Depreciation - owned assets Independent Examiner's fee	2017 £ 744	2016 £ 745 1,704

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 $\,$ nor for the year ended 31 March 2016 $\,$.

Trustees' expenses

7.

Expenses totalling £70 were reimbursed to the Trustees during the year for mileage costs incurred on behalf of the Scheme (2016 - £NIL)

Notes to the Financial Statements - continued for the Year Ended 31 March 2017

9. STAFF COSTS

	2017	2016
	£	£
Wages and salaries	250,288	233,202
Social security costs	2,113	2,651
Other pension costs	918	864
	253,319	236,717
The average monthly number of employees during the year was as follows:		
	2017	2016
Care attendant	36	36
Manager/Assistant Manager	3	3
Office	1	1
	40	40

No employees received emoluments in excess of £60,000.

The charity operates a defined contribution pension scheme in respect of some of its employees. The scheme and it assets are held by independent managers. The pension charge represents contributions due from the charity and amounted to £918 (2016 - £864)

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds	Total funds £
INCOME AND ENDOWMENTS FROM Donations and legacies	12,645	-	12,645
Other trading activities Investment income	238,058 12		238,058 12
Total	250,715		250,715
EXPENDITURE ON Charitable activities Care	264,699	3,500	268,199
Total	264,699	3,500	268,199
NET INCOME/(EXPENDITURE)	(13,984)	(3,500)	(17,484)
Transfers between funds	800	(800)	
Net movement in funds	(13,184)	(4,300)	(17,484)

Notes to the Financial Statements - continued for the Year Ended 31 March 2017

10.	COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES	G - continued Unrestricted funds £	Restricted funds	Total funds £
	RECONCILIATION OF FUNDS	£	r	r
	Total funds brought forward	77,001	4,300	81,301
	TOTAL FUNDS CARRIED FORWARD	63,817		63,817
11.	TANGIBLE FIXED ASSETS			
				Fixtures and fittings £
	COST At 1 April 2016 and 31 March 2017			6,872
	DEPRECIATION At 1 April 2016 Charge for year			4,557 744
	At 31 March 2017			5,301
	NET BOOK VALUE At 31 March 2017			1,571
	At 31 March 2016			2,315
12.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	Trade debtors Other debtors Prepayments and accrued income		2017 £ 20,470 2,427 556 23,453	2016 £ 37,496 2,453 536 40,485
13.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR			
	Social security and other taxes Accrued expenses		2017 £ 1,164 10,865 12,029	2016 £ 1,747 11,387 13,134

Notes to the Financial Statements - continued for the Year Ended 31 March 2017

14. MOVEMENT IN FUNDS

	Net movement in		
	At 1/4/16	funds	At 31/3/17
	£	£	£
Unrestricted funds			
General fund	61,502	13,758	75,260
Designated fund	2,315	(744)	1,571
	63,817	13,014	76,831
Restricted funds			
Robertson Grant fund		7,000	7,000
Tooling and Tank		7,000	7,000
TOTAL FUNDS	63,817	20,014	83,831
Net movement in funds, included in the above are as follows:			
	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
Unrestricted funds			
General fund	299,593	(285,835)	13,758
Designated fund	1	(745)	(744)
	299,594	(286,580)	13,014
Restricted funds			
Robertson Grant fund	7,000		7,000
TOTAL FUNDS	306,594	(286,580)	20,014

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2017.

Detailed Statement of Financial Activities for the Year Ended 31 March 2017

	Unrestricted funds	Restricted funds £	2017 Total funds £	2016 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Donations	10,483	- L	10,483	11,609
Income tax recoverable (Gift Aid)		,	-	1,036
Legacies	47,408	7 1 1 1 1 1 1 1 1 1	47,408	-
Grants	4,855	7,000	11,855	
	62,746	7,000	69,746	12,645
Other trading activities				
Fundraising events	7,214	-	7,214	8,973
Contract Care	228,659		228,659	227,917
SDS Care	945	<u>-</u>	945	1,168
	236,818		236,818	238,058
Investment income				
Deposit account interest	30	-	30	12
Total incoming resources	299,594	7,000	306,594	250,715
EXPENDITURE				
Charitable activities				
Wages	250,288	- 11006	250,288	233,202
Employers NI contributions	2,113	5 14 5	2,113	2,651
Staff pension costs	918	-	918	864
Insurance	1,092	· ·	1,092	1,158
Subscriptions	4,126	-	4,126	3,763
Travel expenses	10,496	-	10,496	8,947
Printing, postage and stat.	2,172		2,172	2,553
Advertising	-		-	2,500
Telephone	973		973	973
Computer costs	486	-	486	391
Staff welfare General expenses	48 977		48	386
Training costs	3,262	-	977 3 262	338
Fundraising expenses	251	-	3,262 251	2,536 1,083
Office equipment	668	-	668	1,083
Payroll costs	2,539		2,539	1,410
Awards for all	3,562	rh. Stall . J	3,562	1,402
Depreciation - fixtures and fittings	745	-	745	745
	284,716		284,716	264,962

Support costs

Detailed Statement of Financial Activities for the Year Ended 31 March 2017

Unrestricted funds	Restricted funds f.	2017 Total funds £	2016 Total funds £
364	-	364	333
1,500	- -	1,500	1,704 1,200
1,500	-	1,500	2,904
286,580		286,580	268,199
13,014	7,000	20,014	(17,484)
	funds £ 364 1,500	funds £ £ 364 - 1,500 - 1,500 - 286,580 -	Unrestricted funds funds funds £ £ £ £ £ 364 - 364 1,500 - 1,500